Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION.™

Office of Educator Quality

Mentoring Log Directions
Administrator Mentoring Program (AMP)
2014-2015

Important details about your mentoring log:

- The mentoring log is completed together by both the new school leader and the mentor
- The log should verify a minimum of **10 contact hours** between mentor and new school leader
- Logs should be submitted electronically to your regional mentor coordinator
- An electronic copy of the log is available on the DESE website (www.dese.mo.gov) under the Office of Educator Quality. In addition, the log is available in the Missouri Resource folder on the Administrator Mentor Program (AMP) website (http://ampmo.org/)
- It is recommended that new school leaders keep a copy of the log as a part of their own personal file in addition to providing it to their district office

Directions for how to complete your mentoring log:

- The mentor and new school leader complete this log **together** after each interaction
- Indicate at the top whether the new school leader is in their 1st or 2nd year of mentoring by checking the appropriate box
- Provide the name of the new school leader and the name of the mentor
- Indicate the appropriate level for the new school leader
- Provide the date – of each interaction
- Indicate the duration of the interaction
- Indicate the type of the interaction- describe as phone, e-mail, text, in-person, etc.
- Topics/Activities- Record subject of discussions, inquiry, activity, conference, etc.
- Complete the final column using the following abbreviated code:
  - Standard and Indicator
    - Standard #1, Indicator 1should be listed as 1.1

* Use more than one page if needed. Be sure to number the pages at the bottom
** Important, please note:

❖ If you are a 2nd year new leader, your log should be sent to your Mentor Coordinator on March 30, 2013
❖ If you are a 1st year new leader, your log should be sent to your Mentor Coordinator on April 30, 2013